

**DISTRICT OF COLUMBIA
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

BULLETIN NO. 87

October 2014

**SINGLE ROLE GRADE 8 PARAMEDIC TRAINING
GUIDELINES AND OPERATING PROCEDURES**

I. Purpose

To establish policy, guidelines, and operating procedures used by the Training Academy of the D.C. Fire and Emergency Medical Services Department (Department) to instruct and examine — through training — all single role providers certified by the National Registry of Emergency Medical Technicians (NREMT) as Paramedics (NREMT–P) and designated by the Medical Director as grade 8 paramedics.

II. Authority

D.C. Official Code § 5–441 (2013 Supp.), D.C. Fire & Emergency Medical Services Department Order Book and Policies and Procedures.

III. Objective and Mission Statement

The objective of the Single Role Grade 8 Paramedic Course is to instruct, train and prepare NREMT–P certified providers for operations in the Department.

IV. Responsibility

The Director of Training, or his designee, is responsible for the administration of the training course. The Medical Director and the Training Director are jointly responsible for the program curriculum and course content.

V. Mission Statements

- A. *Department Mission Statement:* The mission of the D.C. Fire and Emergency Medical Services Department is to provide fire suppression, technical rescue, fire prevention and education, and pre-hospital care and transport to people within the District of Columbia in order to protect life and property.
- B. *Training Academy Mission Statement:* The mission of the Training Academy is to improve the performance and safety skills of every member of the Department. We shall perform these functions while maintaining or exceeding the high standards set by those who came before us.

VI. Definitions

- A. *Single Role Grade 8 Paramedic Candidate* — For purposes of this issuance, a Single Role Grade 8 Paramedic is a recruit who is NREMT certified to provide pre-hospital Emergency Medical Services at the advance life support (ALS) level. The term Single Role Paramedic and Candidate shall be used inter-changeable in this document.
- B. *Job Performance Requirement (JPR)* — A statement that describes a specific job task, lists the steps necessary to complete the task, and defines measurable or observable outcomes and evaluation areas for the specific task.
- C. *Chain of Command* — A system whereby authority passes down from the top through a series of executive and staff positions, in which each is accountable to the one direct superior. Any matter needing the attention of — or direct action by — the Department must be brought to the reporting person's most immediate supervisor.
- D. *Insubordination* — Refusing to obey oral or written orders issued by the Training Director, Training Academy Officer, Instructor, or Department Officer. This applies to written or verbal orders. Insubordination will not be tolerated.
- E. *Prescription Agreement* — A written statement that identifies areas of deficiencies in academic, physical fitness, or job performance requirements.

VII. Applicability

The contents of this Bulletin shall apply to all candidates designated by the Medical Director as Grade 8 Single Role Paramedics.

VIII. Performance Expectations

Candidates must successfully complete all JPRs, and will be evaluated in the following areas:

- A. Academics

Candidates shall maintain minimum written grades or averages as stipulated in this Bulletin.

- B. Practical / Skill Activities

- 1. The Candidate shall perform all practical skill activities in a safe, timely and appropriate manner.

2. The Candidate will competently demonstrate use of equipment with control and confidence.
3. The Candidate demonstrates basic knowledge of practical exam sheet skills and operation of a variety of tools and equipment.
4. The Candidate is consistent in performance of all skills and activities.
5. The Candidate has no incomplete Prescription Agreement items for Skill Activities in current evaluation period.

C. Performance

1. The Candidate is to consistently demonstrate the behaviors outlined in the Performance Expectations contained in this Bulletin.
2. The Candidate will have no incomplete Prescription Agreement items in any Performance Evaluation period.

D. Equipment Maintenance

1. The Candidate maintains all issued Personal Protective Equipment (PPE) in ready and working condition.
2. The Candidate maintains all issued PPE clean and stored properly.
3. The Candidate maintains all assigned equipment in ready condition and/or according to instructions.

E. Personal Appearance

1. The Candidate consistently maintains personal appearance according to Department grooming standards.
2. The Candidate presents a professional, clean and neat appearance.
3. The Candidate adheres to acceptable hygiene standards.
4. The Candidate has no incomplete Prescription Agreement items for Personal Appearance in any evaluation period.

F. Respiratory Protection Policy

The Candidate consistently maintains compliance with all requirements outlined in the Department Respiratory Protection Plan.

IX. Code of Conduct

The Code of Conduct is established by the Training Director, or designee, as directed by the Chief of the D.C. Fire & Emergency Medical Services Department. To meet the needs of the Department, these rules may be subject to change. Each class will be duly notified of any variance, as necessary. Candidates who violate the Code of Conduct are subject to disciplinary action.

The following Code of Conduct will be adhered to while attending the Training Academy and when under the direction and supervision of Training Academy staff.

A. The Director of Training will establish Candidate Reporting and Dismissal Times

Hours of operation while assigned to the Training Academy will be determined by the Training Director. As soon as the Candidate enters the building, he/she must enter his/her name and time of reporting on the roster in the designated journal. He/she is expected to be ready to work at the established reporting time. A Candidate will be considered late if he/she is anywhere other than at line-up and ready to work at the prescribed time. If a Candidate is tardy, a Special Report (DC Form 44) shall be submitted giving an explanation. All times are kept by the clock in the classroom.

B. Lunch

Candidates will be given a minimum of 30 minutes for lunch. They may bring lunch from home or use the vending machines. If a Candidate brings lunch, he/she may use the refrigerator in the student lounge. The refrigerator will be cleaned daily; therefore, nothing is to be left in it overnight. If a Candidate returns late from lunch or break, he/she shall submit an explanation in a Special Report. (Candidates are not allowed to call out for lunch delivery, *i.e.*, pizza, subs, delivery by family members, etc.).

C. Uniforms

Candidates will report to work each day neatly dressed in a clean Department work uniform: blue shirt/blouse, white or navy blue undershirt, blue pants, black leather belt, dark blue or black socks, and black leather military style shoes, which must be polished and buffed to a shine. Anytime a Candidate leaves the Training Academy, he/she must be completely dressed in the required Department work uniform. Candidates are required to maintain a second complete work uniform at the Training Academy to utilize as needed.

D. Student Lounge

During breaks or lunch, Candidates will confine themselves to the student lounge or classroom. Candidates shall not leave the Training Academy without permission from the Lead Instructor. Candidates shall not enter any office without permission.

E. Classroom

Candidates are not allowed to eat or drink in any classroom. However, the Lead Instructor may hold this regulation in abeyance as the need arises.

F. Sleeping

If a Candidate begins to feel sleepy or drowsy during class, he/she will pick up his/her book(s) and stand at the rear of the classroom. Sleeping during class is not tolerated.

G. Posture

Candidates are not to:

1. Lean back or place their feet on any chair.
2. Lay their head or place their feet on the desk, or
3. Sit on the desks. Candidates are expected to remain alert and upright at all times.

H. Annual Leave

Requests to use annual leave will not be considered. All requests to use "Emergency Annual Leave" (EAL) shall be made to the Deputy Fire Chief of the Training Division via the appropriate chain-of-command. EAL requests require that a Special Report (DC Form 44) be prepared stating all of the particulars of the emergency. A Request for Leave form (DC Form SF-71) must be executed for each occurrence. Each request will be considered for approval on its own merit. Documentation for an approved request will be provided when applicable. Any deviation from this rule will result in the Candidate being charged as "Absent Without Leave" (AWOL).

I. Leave Policy during Inclement Weather for District of Columbia Government

1. *Liberal Leave:* The Candidate will have 2 hours to report for duty. For example, if the reporting time is 0700 hours during liberal leave, the Candidate may report for duty at 0900 hours.
2. *Closed:* The Candidate will not report for duty until the next business day. For example, if the government is closed Wednesday morning, then the Candidate will report for duty on Thursday morning.

J. Sick Leave

To be granted sick leave, a Candidate must:

1. Notify a member of the Training staff, following the Candidate's prescribed chain of command, no later than 1 hour before the reporting time designated by the Director of Training on the day that sick leave is requested. The Candidate will be carried on sick leave from the point of notification.
 - a. The Candidate shall report to his/her private doctor for an examination. If a Candidate considers himself/herself to be too ill to drive, and cannot report to the Training Academy, the Candidate is advised to arrange for transportation to the nearest hospital. Documentation must be presented when reporting to the Training Academy on the next business day after being discharged from the hospital. The only exception to this requirement is if the Candidate is totally incapacitated.
 - b. The Candidate is responsible for immediately notifying the Training Staff following the prescribed chain of command, of any change in duty status. (*i.e., limited duty, sick leave, etc.*).
2. If a Candidate is injured during performance of duty, they will be transported to the appropriate hospital as indicated through Protocols. The appropriate arrangements will be made by the Training Academy staff for his/her return to the Training Academy.
3. Any Candidate who is in a "light" or "limited" duty status shall not be allowed to take any practical JPR examination or training.
4. Supporting documentation of any illness or impairment shall be submitted through the chain of command and submitted to the Office of the Training Director.

K. Telephones and Mobile Communication Devices

Candidates are not allowed to use Department telephones without the express consent of a Training Academy staff member. The following items shall not be carried on the Candidate's person while on duty without the express permission of Training Academy staff:

1. Cellular Phones / Smart Phones.
2. Pagers.
3. Text Messaging Devices.
4. Personal Digital Assistant (PDA's) or Handheld Computers.
5. Any other two way communication device.

L. Clean-Up

Clean-up assignments will be posted in the classroom at the beginning of each week. Additionally, Candidates may be assigned other various clean up duties that may be required, as the need arises.

M. Study Material

Recommended study materials during the course of the Single Role Paramedic Grade 8 Training Course may be provided. Failure to complete the material could inevitably result in poor academic performance. Personal counseling sessions may be conducted to evaluate the Candidate's progress.

N. Extra Student Sessions (Tutoring)

There will be periodic evaluations of a Candidate's progress. Training Academy staff will be available to provide tutoring. The purpose of tutoring sessions is to review and clarify any material that has been covered. These sessions are not intended to be a repeat of an entire class. Candidates must come prepared with questions on the material to be discussed. Tutoring sessions are voluntary.

O. Behavior

Each Candidate is expected to be respectful, obedient, helpful, courteous, and professional at all times. All employees of the Department shall be addressed in a courteous and professional manner. The Candidate should address individuals either by their rank or by "Sir" or "Ma'am". Guests will be addressed as "Sir" or "Ma'am". Respect will be shown to all members of the Department, guest instructors, residents, and guests of the District of Columbia. Disrespect or abusive language toward any individual or group shall be considered inexcusable behavior.

Any Candidate who is found to have exhibited inexcusable behavior will be subject to disciplinary action.

P. Cheating

Cheating on an examination, either written or practical will not be tolerated. Any instance of cheating that is substantiated will cause the Candidate(s) involved to be immediately placed on administrative leave pending termination from the Single Role Paramedic Grade 8 training course.

Q. Tobacco Products

Candidates are prohibited from smoking or using any tobacco products while on Department facilities or grounds. Smoking is allowed outside the Training Academy gates.

R. Substance Abuse

1. Candidates are required to attend classes well rested, sober, and ready to perform assignments presented.
2. Candidates are governed by the provisions of the Child and Youth Safety and Health Act of 2004 and are, therefore, subject to both random and reasonable suspicion alcohol and controlled substance testing.
3. In addition, Candidates shall be guided by the current D.C. Fire & Emergency Medical Services Department Substance Abuse Policy.

S. Failure to complete the requirements of the Single Role Paramedic Grade 8 Training course of instruction.

A Candidate may be considered for selection to the next available Single Role Paramedic Grade 8 training course of instruction if he/she:

1. Has been absent 40 cumulative hours from any classroom lectures; or
2. Has missed 40 cumulative hours of Practical Skills Evaluations.

Selection shall be at the sole discretion of the D.C. Fire & Emergency Medical Services Chief or his/her designee, provided the Candidate meets the selection criteria of the next Single Role Paramedic Grade 8 training course of instruction.

T. Diversity Manager Program

As outlined in Bulletin 25, the Department does not condone, or tolerate incidents or circumstances of discrimination, retaliation, harassment or sexual harassment. Racial slurs or derogatory remarks directed towards any individual, group, or unprofessional terms used within a specific ethnic group, will not be tolerated. Candidates who violate Bulletin No. 25 will be placed on administrative leave pending termination.

Employees (and/or another Candidate) should immediately report any Candidate's violation of Bulletin No. 25 to the Department's Diversity Program Manager. The Training Academy, its management and its supervisors shall take prompt and appropriate action when made aware of any Candidate's violation of Bulletin 25.

U. Pregnancy Policy

A Candidate shall adhere to the Department *Pregnancy Policy* set forth in Bulletin 29.

V. Outside Employment

Candidates cannot have outside employment during the entire training period of the Single Role Paramedic Grade 8 training course.

W. Motor Vehicle Operator's License

1. *Possession* — Each Candidate shall possess a valid learner's permit or a valid driver's license as a condition of acceptance into the Single Role Paramedic Grade 8 Training Course. The permit, which should be obtained before the Program begins, should identify the Candidate's legal place of residence.
2. *Change of Status* — Candidates shall promptly submit a Special Report to the Deputy Fire Chief, Training Division through the chain of command whenever there is any change in the status of his/her motor vehicle operator's license.

X. Arrest, Indictments, Convictions and Investigations

A Candidate shall immediately notify the Deputy Fire Chief, Training Division and if unavailable, the on-duty Operations Deputy Fire Chief who will notify the OIA, through the chain of command, giving full details, if he/she is:

1. arrested;
2. indicted;
3. convicted of — or plead guilty to — a felony;
4. convicted of — or plead guilty to — a misdemeanor; or
5. under investigation for any criminal or illegal activity.

Y. Penalties for Code of Conduct Violations

Unless otherwise indicated, the penalties for Code of Conduct violations are as follows:

1. 1st infraction — Written Reprimand.
2. 2nd infraction — Termination from the Single Role Paramedic Course.

X. Duration of the Single Role Paramedic Grade 8 Training Course

The Grade 8 Single Role Paramedic Training Course is a 10 week training program at the Training Academy followed by a Field Training and evaluation period in the Operations Division. The duration, sequence, and content of each training course is subject to change by order of the D.C. Fire & Emergency Medical Services Department Chief.

XI. Contents of the Single Role Paramedic Grade 8 Training Course

A. Orientation

B. Cardiopulmonary Resuscitation (CPR) Basic Life Support for Healthcare Professionals

C. Adult and Pediatric Protocols

1. *General Information:* The Adult and Pediatric Protocol courses consist of both intensive classroom training (lectures) and practical application. For the duration of the course, Candidates can be given daily quizzes and/or review sessions to prepare for the certification examination.

2. *Curricula:* The curricula for the Adult and Pediatric Protocol Course is developed from the current D.C. Department of Health (DOH) standard and administered by the Department. The certification is based on passing the written examination (administered at course completion) with a 75% minimum score and passing 4 practical skills stations.

D. D.C. Fire & Emergency Medical Services Department Operational Examination

1. *General Information:* The D.C. Fire & Emergency Medical Services Department Operational Examination is developed from the Training Academy Curriculum, Special Orders, Memoranda, Forms, and Bulletins. Quizzes will be given in preparation for examinations.
2. *Examinations and Scoring:* The D.C. Fire & Emergency Medical Services Operational Examination is a written examination comprised of 50 questions. Candidates must obtain a minimum score of 75% to pass, and may be afforded one retest opportunity.

E. EMT/Paramedic Cognitive Test

1. *General Information:* The Paramedic Cognitive Knowledge Test is developed from the U.S. Department of Transportation, National Highway Traffic Safety Administration, and EMT–Paramedic National Standard Curriculum.
2. *Examinations and Scoring:* The Paramedic Cognitive Knowledge Test is a written examination comprised of 100 questions. Candidates must obtain a minimum score of 75% to pass, and may be afforded one retest opportunity.

F. NREMT–P Competency Skills Test and The Medical Director’s Simulation Scenarios

1. *General Information:* The NREMT–P Competency Skills Test complies with the NREMT–P testing guidelines and DOH testing regulations.

2. *Examinations and Scoring:* The NREMT–P Competency Skills Test is a practical skills test in which the Candidate must successfully complete eight (8) NREMT skills stations without any critical failures. Each test is subject to pass/fail grading, with one retest afforded for each skill station. A Candidate who fails any of the 8 retests will be placed on administrative leave pending termination.
 3. *General Information:* The Medical Director’s Simulation Scenarios Examination follows American Heart Association (AHA), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) standards.
 4. *Examinations and Scoring:* The Medical Director’s Simulation Scenarios Examination is a knowledge and skills test in which Candidates must demonstrate core clinical competencies. The test is subject to pass fail grading, with one retest afforded.
- G. Hazardous Materials Awareness Course (Pursuant to NFPA 472 – 473 EMS Responders Current Edition)
- H. Physical Ability Test (PAT) Certification
- I. Administrative Processing

XII. Certification Requirements

- A. Each Candidate must obtain and possess the following certifications:
1. AHA Healthcare Provider Cardio Pulmonary Resuscitation (CPR) Credential.
 2. National Registry of Emergency Medical Technician Paramedic (NREMT–P) Certification.
 3. D.C. Department of Health (DOH) Paramedic Reciprocity Certification.
 4. AHA ACLS Provider Credential.
- B. A minimum 75% score constitutes a passing grade for written examinations. There may only be one re-test given if a Candidate does not pass on his/her first attempt.

- C. *Re-Examination* — In its discretion, the Training Director or designee may utilize one or more special remedial sessions to assist in the completion of a re-examination.
1. With respect to any Candidate who is permitted to take a re-examination on a particular module, the re-examination will be administered on the Monday (or Tuesday if Monday is a holiday) immediately following the Candidate's achievement of a failing score on the preceding exam module.
 2. No Candidate will be permitted to fail more than one re-examination. Any Candidate who fails the re-examination will be placed on administrative leave pending termination.

XIII. Hazardous Materials Awareness Training

- A. *General Information:* The Hazardous Materials Awareness Level Course consists of intensive classroom training (lectures) and planned task assignments (practical application) that will provide the Candidate with a comprehensive knowledge and understanding of firefighting activities. Candidates will receive awareness level training because, in the course of normal duties, Candidates may encounter an emergency involving Hazardous Materials / Weapons of Mass Destruction and are not only expected to recognize the presence of this immediate danger to life and health, but are also expected to protect themselves.
- B. *Curriculum:* The Department's instructional aim and training program content is designed to prepare each Candidate to meet or exceed the job performance requirements of the current NFPA 472 *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents* and 473 EMS Responders.
- C. *Examinations:* The Hazardous Materials Awareness and EMS Responder curriculum consists of:
1. One 25-question multiple choice written examination for Awareness Certification;
 2. One 25-question multiple choice written examination for EMS Responder Certification;
 3. Two randomly selected 4-skill station Practical Skills examinations.

- D. *Examination Scoring and Progression:* Each Candidate must attain a minimum 75% score on the Hazardous Materials Awareness Certification examination in order to take the EMS Responders examination. Each Candidate must also attain a minimum 75% score on the EMS Responders written examination in order to take the Practical Skills examination.
- E. *Failure to meet Minimum Scoring Requirements:* A Candidate will be placed on administrative leave pending termination if he/she fails to attain a minimum 75% score on the initial or re-test of the Hazardous Material Awareness examination; fails to attain a minimum 75% score on the initial or re-test of the EMS Responders examination; or, otherwise, fails the initial or re-test Practical Skills examination.
- F. *Re-Examination Limitations:* Each Candidate shall have 2 attempts (an initial exam and re-test) to pass the Hazardous Materials Awareness written examination; the EMS Responders written examination and the Hazardous Materials Practical Skills examination.

XIV. Physical Ability Test (PAT) Certification

- A. Each Candidate must pass the Physical Ability Test (PAT). Any Candidate who fails to do so will be placed on administrative leave pending termination. The PAT ensures that all Candidates possess the physical ability to complete 7 sequential events effectively, efficiently, and safely. The order of the PAT events is as follows:
 - Event 1: Stair Climb
 - Event 2: Equipment Carry
 - Event 3: Confine Space Crawl
 - Event 4: Unloading Stretcher
 - Event 5: Sled Pull
 - Event 6: Loading Stretcher
 - Event 7: Cardiopulmonary Resuscitation
- B. *General Information* — Candidates will receive an “Orientation”, “Fitness Training”, “Preparation” and a walk through. In addition, Candidates will receive two (2) “Practice Sessions” and two (2) mentor sessions. This shall be conducted utilizing the Department’s PAT equipment. Department trainers and PAT monitors will conduct the mentor and practice sessions.

- C. *Curriculum* — The Department shall establish instructional priority and training program content to prepare Candidates to meet or exceed the job performance requirements of the PAT.
1. Candidates must maintain full participation in the “Preparation”, “Orientation” and “Practice Sessions” scheduled by the Department’s PAT Administrator. Each Candidate must pass the PAT within the maximum total time of 10 minutes.
 2. Through all events, the Candidate must wear a non-weighted vest, long pants, and a hard hat with a chin strap, work gloves and footwear with no open heel or toe.
- D. *Examinations and Scoring* — Each Candidate will be provided two (2) opportunities to complete the PAT. Successful completion of the PAT requires completion of the seven separate events, in sequence, within a maximum total time of 10 minutes.
1. The Department shall ensure that each Candidate has full and equal opportunity to perform at least two timed practice runs, using actual PAT equipment and completing the entire course. These mandatory practice sessions shall occur within thirty days of the official test date.
 2. In the event the Candidate successfully completes a Practice Session with in the maximum time, and all applicable testing requirements are adhered to, the Candidate will be deemed as successfully completing the PAT.
- E. *Re-Examination Limitations* — In the event that a Candidate fails the PAT, the Department shall offer one (1) second attempt at the PAT. The second attempt at the PAT is subject to the Training Division’s availability.
- F. *Failure to meet Minimum Scoring Requirements*
1. Candidates who fail the PAT on the first attempt must pass a second attempt PAT. The second attempt will follow the required additional eight (8) weeks of mentoring, and two (2) Practice Sessions.
 2. Each Candidate who fails the second attempt PAT will be placed on administrative leave pending termination.
 3. The PAT Administrator has overall responsibility during the Candidate’s testing process. The PAT shall be conducted in a uniform manner for all participants.

XV. Probationary Period

After graduating from the D.C. Fire & Emergency Medical Services Department Training Academy, each Candidate shall serve a probationary period of 12 months.

XVI. Physical Examinations

After a Candidate graduates from the D.C. Fire & Emergency Medical Services Department Training Academy, he/she shall schedule an Annual Physical Examination in accordance with D.C. Official Code § 5-451 and Department Order Book, Article XI, Part I, § 1(1)(b) and § 2.

XVII. Inquiries

For additional information concerning this Bulletin, you may contact the D.C. Fire and Emergency Medical Services Department Training Academy at (202) 673-3245, the Office of Compliance at (202) 673- 3333, or the Regulations Office at (202) 673-3330.

XVIII. Revisions

All contents of this Bulletin are subject to change by Order of the Chief of the D.C. Fire and Emergency Medical Services Department and/or the Training Director for Single Role Paramedic Grade 8 Training Course of instruction.

SINGLE ROLE GRADE 8 PARAMEDIC RECIPROCITY COURSE

GUIDELINES AND OPERATING PROCEDURES

Single Role Paramedic Reciprocity Candidate Acknowledgement Receipt

I hereby acknowledge that I have received a copy of the D.C. Fire & Emergency Medical Services Department Bulletin No. 87, "Single Role Grade 8 Paramedic Training Course: Guidelines and Operating Procedures." This Bulletin has been read and explained to me by a staff member of the D.C. Fire & Emergency Medical Services Department Training Academy. I have read this Bulletin and fully understand its contents.

Candidate Signature

Date

Candidate Name (Printed)

Class Number

_____ Date _____

Class Lead Instructor

_____ Date _____

Captain – Training Division _____ Date _____

Noted by the Assistant Training Director _____ Date _____

The contents of this Bulletin will be placed in the Single Role Grade 8 Paramedic Training Candidate's Personnel file.